# Account Activity

This document provides information on viewing the Account Activity.

To access your account activity information log in to the portal, **My Akron**, at http://my.uakron.edu/ with your UANetID and password.

There is an online tutorial available which accompanies this document. A tutorial exists for the following self-service applications: Account Summary, Make a Payment, and Total Due Charges. Please navigate to http://www.uakron.edu/training/StudentV9.dot and select the link for the appropriate tutorial.

**Important Guidelines:**

- ✓ Log into My Akron (my.uakron.edu) to access the self-service applications.
- ✓ ALWAYS log out of the portal by clicking on the Sign Out link - clicking the X does not end your session

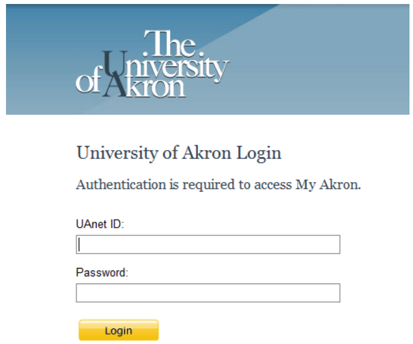


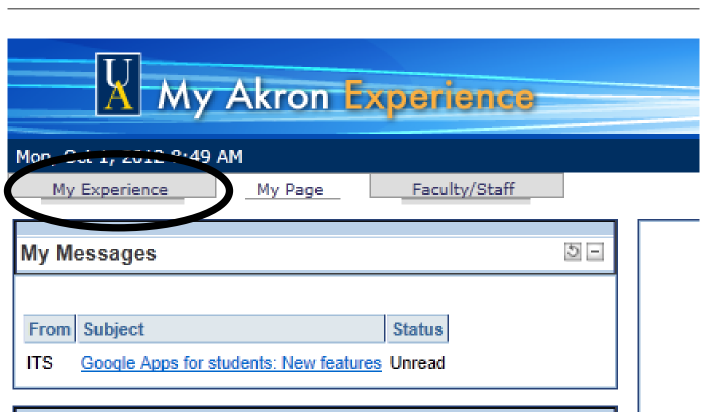
## Account Activity

**Instructions:**

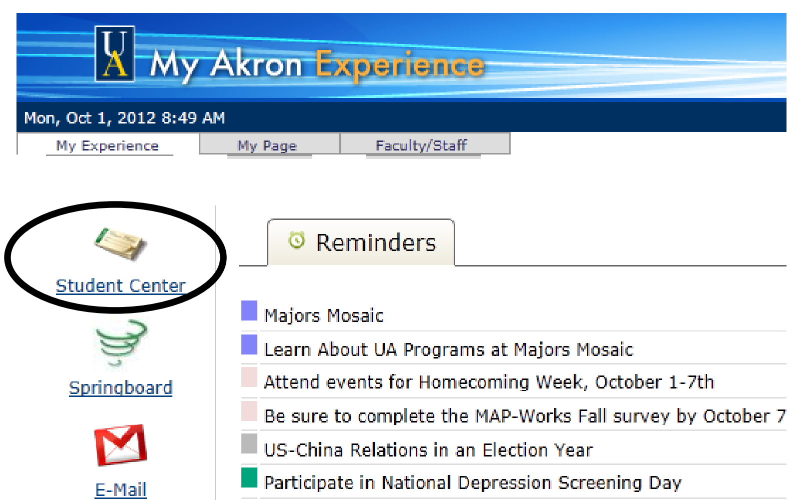
1. Log in to **My Akron** with your Uanet ID and password.




2. Click the "**My Experience**" tab.




3. Click on the "**<u>Student Center</u>**" link located in the left side of the page.

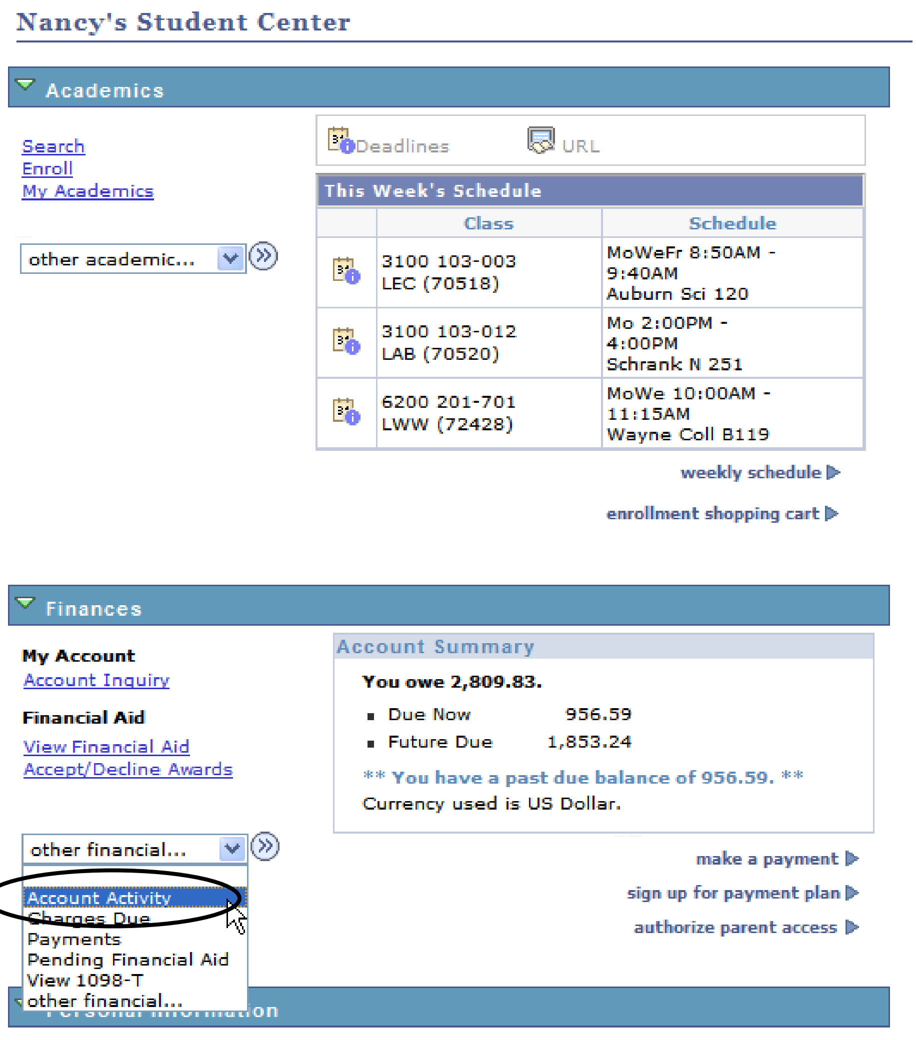




**Instructions:**

4. From the **Student Center** you can easily navigate to your academic, financial, and personal information. The **Financial** Information is located in the center of the page.
5. From the Student Center main page, click the "**other financial…**" down arrow and select **Account Activity** and then click the icon.

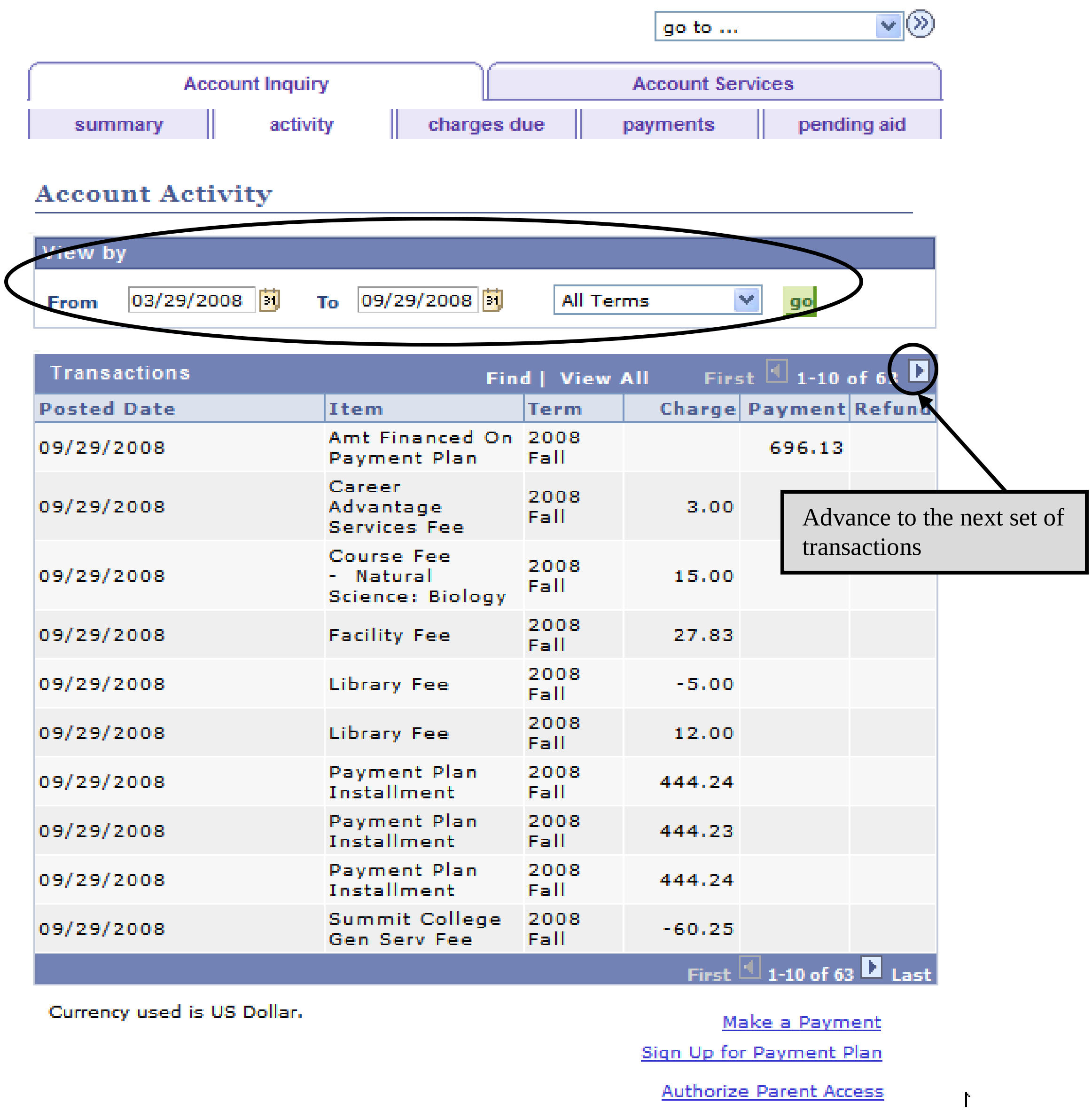




**Instructions:**

6. The **Account Activity** page is displayed.
7. You can use the **From** and **To** dates to display transactions for a specific time period. ***If you change the time period click the Go button to update the view***.
8. You can also restrict the view to only transactions for a specific term using the term drop-down box. ***If you change the term click the Go button to update the view***.
9. Not all of the transactions may appear on one page - use the ▶ icon to advance through the transactions.




| Posted Date | Item | Term | Charge | Payment | Refund |
|---|---|---|---|---|---|
| 09/29/2008 | Amt Financed On Payment Plan | 2008 Fall | | 696.13 | |
| 09/29/2008 | Career Advantage Services Fee | 2008 Fall | 3.00 | | |
| 09/29/2008 | Course Fee - Natural Science: Biology | 2008 Fall | 15.00 | | |
| 09/29/2008 | Facility Fee | 2008 Fall | 27.83 | | |
| 09/29/2008 | Library Fee | 2008 Fall | -5.00 | | |
| 09/29/2008 | Library Fee | 2008 Fall | 12.00 | | |
| 09/29/2008 | Payment Plan Installment | 2008 Fall | 444.24 | | |
| 09/29/2008 | Payment Plan Installment | 2008 Fall | 444.23 | | |
| 09/29/2008 | Payment Plan Installment | 2008 Fall | 444.24 | | |
| 09/29/2008 | Summit College Gen Serv Fee | 2008 Fall | -60.25 | | |

